ART Gallery Report 0621
Pulse Quarterly PIT

EXECUTIVE SUMMARY:

This report has been created to provide the client and household data needed to complete tabs B and C of the quarterly HUD Pulse Report. This information relates to clients being served in an Emergency Shelter or a Transitional Housing Program during the quarterly point in time (PIT) count as compared to the shelter capacity on that day. This report also provides the client and household level detail to assist in documentation and data quality processes.

> **NOTE:** The New Client data needed to complete Pulse reporting (Tabs D-F) is provided in ART Gallery report # 609 Pulse New Client Counts. Data require for completion of Tab A should be taken from the CoC's annual Housing Inventory Chart

AUDIENCE:

CoCs participating in Pulse reporting or others needing information concerning data about persons and household which are homeless for the first time.

FREQUENCY:

Pulse participation requires quarterly reporting, however this report should be run as needed to check and confirm that the report includes correct and complete data, or whenever Pulse related detail is needed.

PURPOSE:

The report can be used to extract the Pulse data from ServicePoint for reporting through HDX, to monitor data quality related to Pulse, for data cleaning purposes, for auditing or documenting the Pulse data reported, or to extract new client data for analysis.

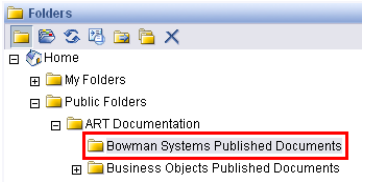
PREREQUISITES AND WORK FLOW REQUIREMENTS

- Use of a standard HUD Workflow by participating providers.
- Proper recording of CoC code, Program Type Code and Shelter Service Code in each provider's Admin Provider Configuration
- Up-to date and accurate Bed and Unit Inventory Information recorded in each provider's Bed and Unit Inventory subassessment, including adjusting the overflow and voucher bed counts to correspond with the number used on the day of the Quarterly Count.

INSTRUCTIONS:

Instructions are outlined below concerning how to retrieve, copy, run, and read this report. Requests for additional information concerning the report function/design should be directed to Bowman Systems' staff via email (ART_Reports@BowmanSystems.com).

How to retrieve and copy: Detailed step-by-step instructions concerning how to retrieve, save a copy, and map this ART Report to your site can be found in the Bowman Systems Published Documents folder under ART Documentations in the Public Folders section.



How to install: The original version of the report is a template and must be copied from the ART Gallery Templates folder into another folder on your site and mapped to your data before it can be used. Detailed instructions for installing report templates are provided in the Bowman Documentation folder on your ART site.

Before running the report: Prior to running the report the user must determined:

- A complete list of the CoC's participating Emergency Shelter and Transitional Housing providers
- The proper CoC code for the CoC being reported
- Date range of the reporting quarter
- Date of the Quarterly PIT Count

How to run:
Upon opening the report, the user will be prompted (see Diagram 1) to specify parameters which control the data returned by the report. Once the user has provided these parameters by responding to the user prompts, a green check-mark will appear next to each field to indicate that a selection has been made. The user should then single-click the "Run Query" button to generate the report.

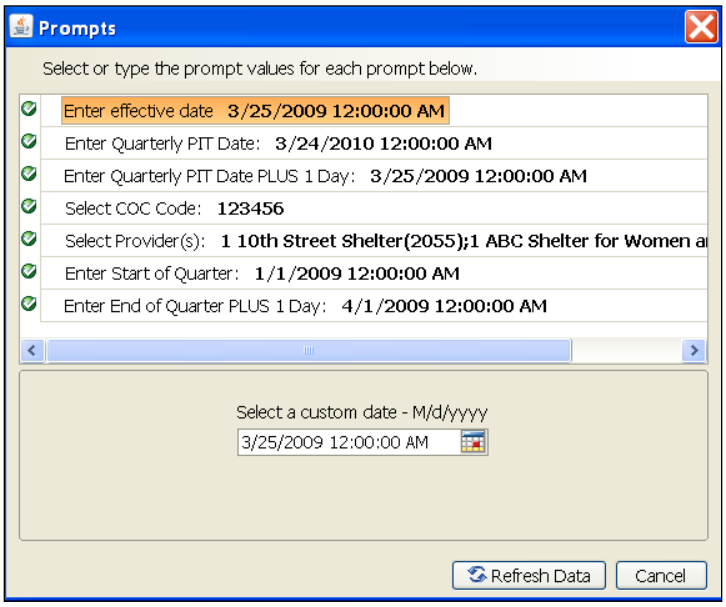

Prompts
Select or type the prompt values for each prompt below.
Enter effective date 3/25/2009 12:00:00 AM
Enter Quarterly PIT Date: 3/24/2010 12:00:00 AM
Enter Quarterly PIT Date PLUS 1 Day: 3/25/2009 12:00:00 AM
Select COC Code: 123456
Select Provider(s): 1 10th Street Shelter(2055);1 ABC Shelter for Women a
Enter Start of Quarter: 1/1/2009 12:00:00 AM
Enter End of Quarter PLUS 1 Day: 4/1/2009 12:00:00 AM
Select a custom date - M/d/yyyy
3/25/2009 12:00:00 AM
Refresh Data
Cancel

Diagram 1

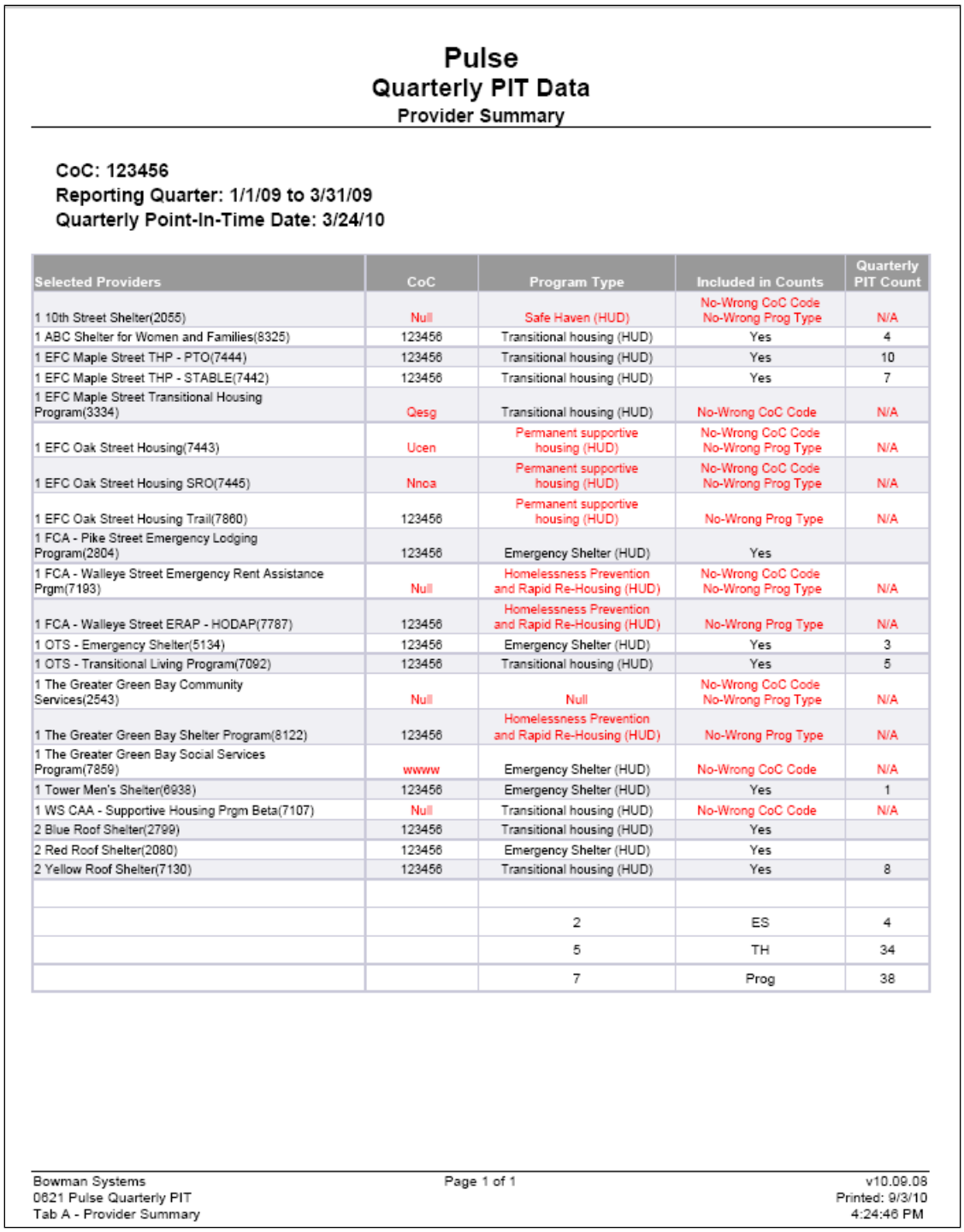
There are seven user prompts connected with this report:

1. **Enter effective date** The user should type in, or select from the calendar, the day immediately following the day of the quarterly PIT count. For example, if the reporting quarterly PIT is October 24, 2009, then October 25, 2009 should be entered/selected.
2. **Enter the Date of the Quarterly PIT Count:** The user should type in, or select from the calendar, the exact day of the quarterly PIT count.
3. **Enter the Date of the Quarterly PIT Count PLUS 1 Day:** The user should type in, or select from the calendar, the day immediately following the day of the quarterly PIT count. For example, if the reporting quarterly PIT is October 24, 2009, then October 25, 2009 should be entered/selected.
4. **Enter Start Date for the Quarter:** The user should type in, or select from the calendar, the first day of the quarter for which the report is being prepared.
5. **Enter End Date for the Quarter PLUS ONE DAY:** The user should type in, or select from the calendar, the day immediately following the last day of the quarter for which the report is being prepared. For example, if the reporting quarter is October 1, 2009 - December 31, 2009, then January 1, 2010 should be entered/selected.
6. **Select CoC Code:** Click the "refresh list" icon and wait for the left window to refresh. Now select the desired CoC on which to base the report by highlighting it in the left window and moving it into the right window using the right selection arrow**.**
7. **Select Provider(s):** Click the "refresh list" icon and wait for the left window to refresh. Now select the provider or providers to include, by highlighting them in the left window and moving them into the right window using the right selection arrow**.**

   Important NOTE: All selected providers must be either an Emergency Shelter Program or a Transitional Housing Program as indicated by their Program Type Code. Selected Providers with a missing or different Program Type Code will NOT be included in the report results. All selected providers must also have the specified CoC Code. Selected Providers with a missing or conflicting CoC Code will NOT be included in the report results.

How to read: This report contains six data tabs. Each tab is a sub-report containing three sections:

- **Report Header:** The header contains the title of the report and the tab/subreport. When running the report in "modify" view, the report header is only visible in print/page layout mode.
- **Report Footer:** The report footer contains the title of the report, the name of the tab/sub-report, the page number, the version number, and the date/time the report was run /printed. Like the header, the footer is only visible in print mode when the report is run in modify view.
- **Report Body:** The report body is the main section of the report located between the header and the footer where the reports data is displayed in a variety of different chart formats. The data contained in each of the tabs in this report is displayed and described below:



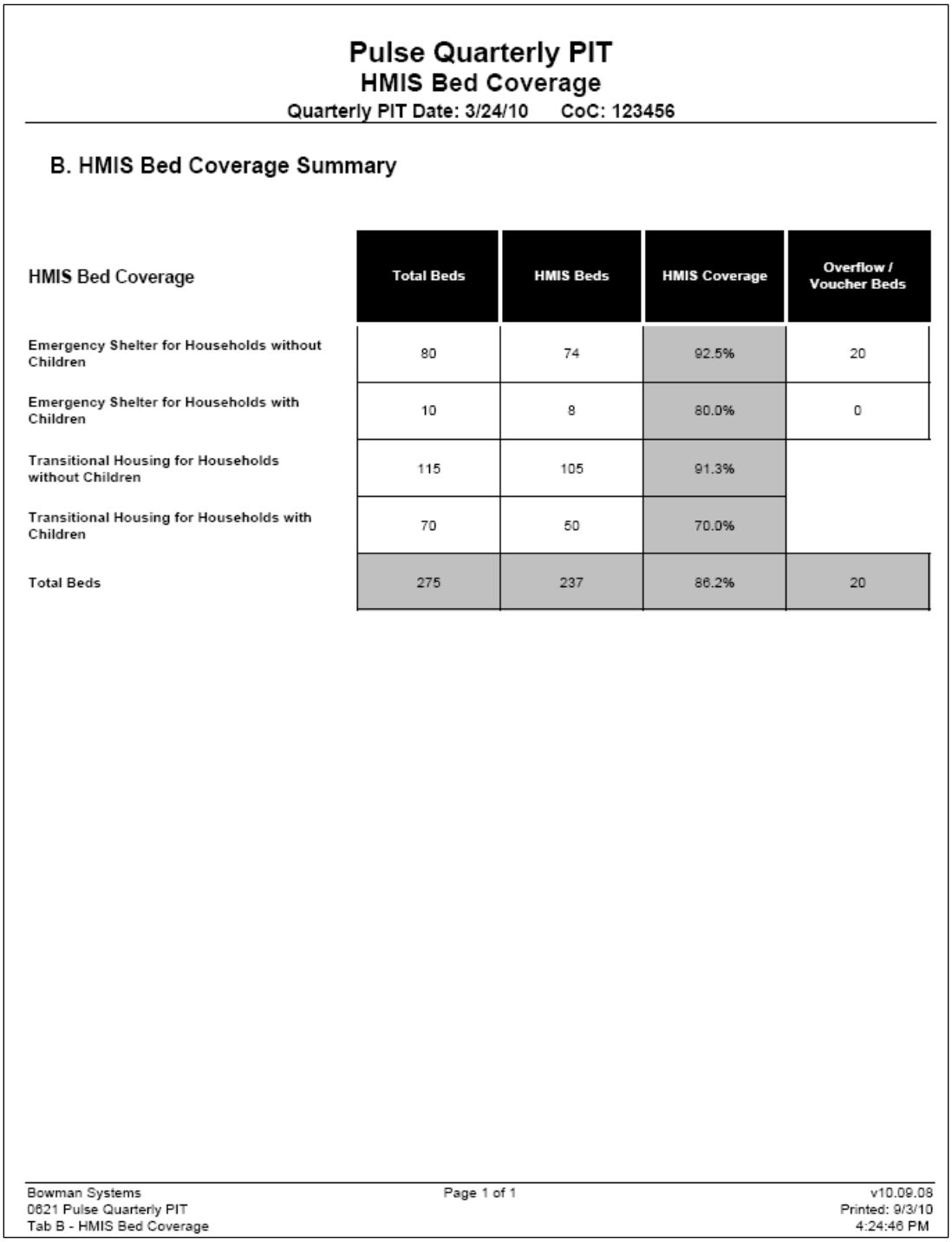
Pulse
Quarterly PIT Data
Provider Summary

CoC: 123456
Reporting Quarter: 1/1/09 to 3/31/09
Quarterly Point-In-Time Date: 3/24/10

Selected Providers	CoC	Program Type	Included in Counts	Quarterly PIT Count
1 10th Street Shelter(2055)	Null	Safe Haven (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 ABC Shelter for Women and Families(8325)	123456	Transitional housing (HUD)	Yes	4
1 EFC Maple Street THP - PTO(7444)	123456	Transitional housing (HUD)	Yes	10
1 EFC Maple Street THP - STABLE(7442)	123456	Transitional housing (HUD)	Yes	7
1 EFC Maple Street Transitional Housing Program(3334)	Qesg	Transitional housing (HUD)	No-Wrong CoC Code	N/A
1 EFC Oak Street Housing(7443)	Ucen	Permanent supportive housing (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 EFC Oak Street Housing SRO(7445)	Nnoa	Permanent supportive housing (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 EFC Oak Street Housing Trail(7860)	123456	Permanent supportive housing (HUD)	No-Wrong Prog Type	N/A
1 FCA - Pike Street Emergency Lodging Program(2804)	123456	Emergency Shelter (HUD)	Yes	
1 FCA - Walleye Street Emergency Rent Assistance Prgm(7193)	Null	Homelessness Prevention and Rapid Re-Housing (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 FCA - Walleye Street ERAP - HODAP(7787)	123456	Homelessness Prevention and Rapid Re-Housing (HUD)	No-Wrong Prog Type	N/A
1 OTS - Emergency Shelter(5134)	123456	Emergency Shelter (HUD)	Yes	3
1 OTS - Transitional Living Program(7092)	123456	Transitional housing (HUD)	Yes	5
1 The Greater Green Bay Community Services(2543)	Null	Null	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 The Greater Green Bay Shelter Program(8122)	123456	Homelessness Prevention and Rapid Re-Housing (HUD)	No-Wrong Prog Type	N/A
1 The Greater Green Bay Social Services Program(7859)	wwww	Emergency Shelter (HUD)	No-Wrong CoC Code	N/A
1 Tower Men's Shelter(6938)	123456	Emergency Shelter (HUD)	Yes	1
1 WS CAA - Supportive Housing Prgm Beta(7107)	Null	Transitional housing (HUD)	No-Wrong CoC Code	N/A
2 Blue Roof Shelter(2799)	123456	Transitional housing (HUD)	Yes	
2 Red Roof Shelter(2080)	123456	Emergency Shelter (HUD)	Yes	
2 Yellow Roof Shelter(7130)	123456	Transitional housing (HUD)	Yes	8
		2	ES	4
		5	TH	34
		7	Prog	38

Diagram 2

Tab A – Provider Summary (Diagram 2): This tab contains unduplicated PIT counts of clients by provider. Total counts and breakdown by program type is also included. As noted above, all providers must be either an Emergency Shelter Program or a Transitional Housing Program as indicated by their Program Type Code and must have the specified CoC Code. If a provider has been selected that does NOT meet these conditions, the provider will be shown in the listing but column 5 will display "N/A" in red font to indicate that their data has been excluded from the report and their missing of conflicting provider designations will also be highlighted in red font.



Pulse Quarterly PIT
HMIS Bed Coverage
Quarterly PIT Date: 3/24/10 CoC: 123456

B. HMIS Bed Coverage Summary

HMIS Bed Coverage	Total Beds	HMIS Beds	HMIS Coverage	Overflow / Voucher Beds
Emergency Shelter for Households without Children	80	74	92.5%	20
Emergency Shelter for Households with Children	10	8	80.0%	0
Transitional Housing for Households without Children	115	105	91.3%	
Transitional Housing for Households with Children	70	50	70.0%	
Total Beds	275	237	86.2%	20

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Tab B - HMIS Bed Coverage

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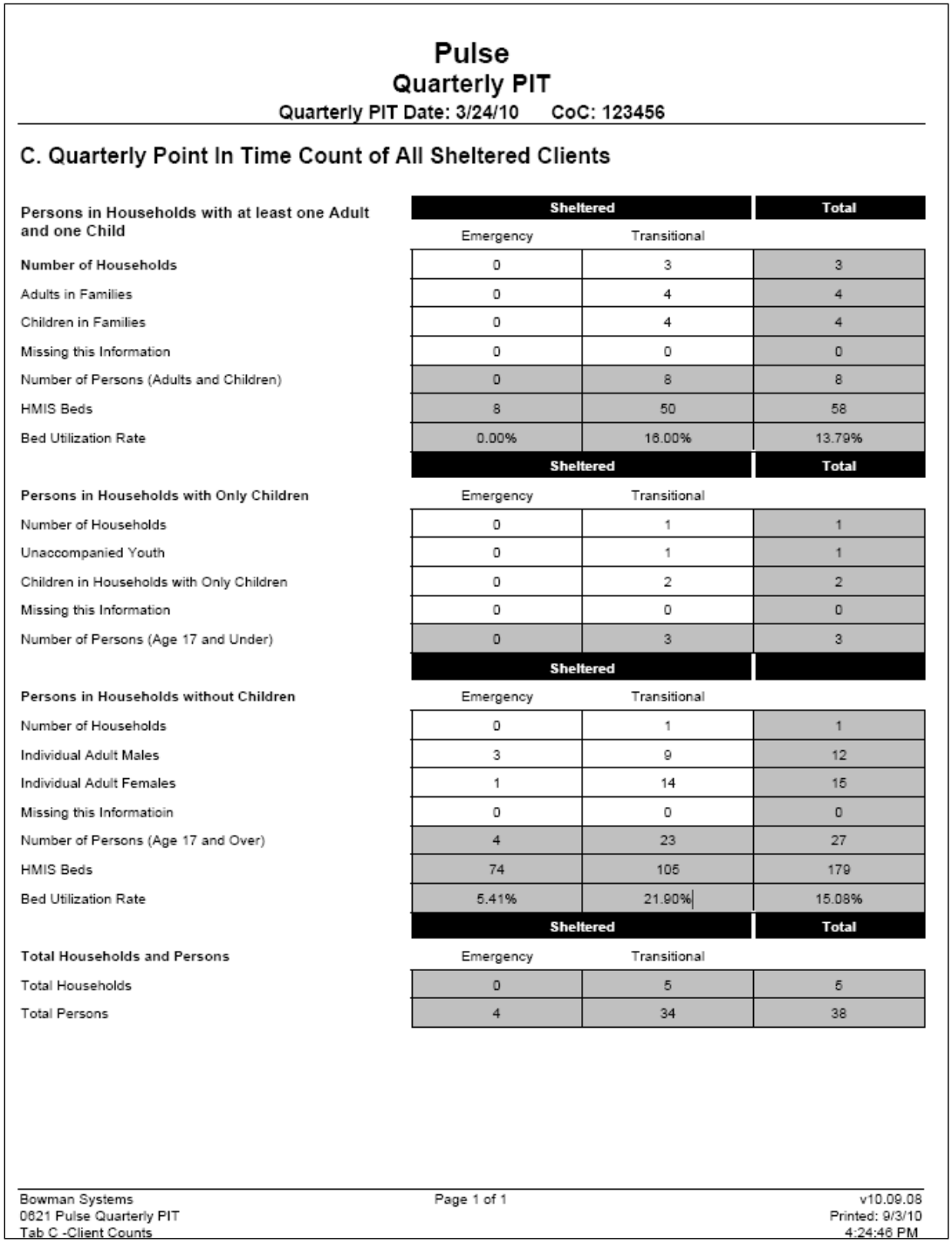
Diagram 3

Tab B – HMIS Bed Coverage (Diagram 3): This tab reports HMIS bed capacity based on the providers' bed inventory data as recorded in the Provider Admin section of Service Point. This bed capacity is then used in Tab C to calculate bed utilization rates. See the technical notes below for further guidance concerning Pulse bed capacity. Data to be transferred into the HDX reporting system is displayed on a white background. Cells that automatically calculated on the HDX input screen are shown on a gray background.



Pulse
Quarterly PIT
Quarterly PIT Date: 3/24/10 CoC: 123456

C. Quarterly Point In Time Count of All Sheltered Clients

Persons in Households with at least one Adult and one Child	Sheltered		Total
	Emergency	Transitional	
Number of Households	0	3	3
Adults in Families	0	4	4
Children in Families	0	4	4
Missing this Information	0	0	0
Number of Persons (Adults and Children)	0	8	8
HMIS Beds	8	50	58
Bed Utilization Rate	0.00%	16.00%	13.79%

Persons in Households with Only Children	Sheltered		Total
	Emergency	Transitional	
Number of Households	0	1	1
Unaccompanied Youth	0	1	1
Children in Households with Only Children	0	2	2
Missing this Information	0	0	0
Number of Persons (Age 17 and Under)	0	3	3

Persons in Households without Children	Sheltered		
	Emergency	Transitional	
Number of Households	0	1	1
Individual Adult Males	3	9	12
Individual Adult Females	1	14	15
Missing this Informatioin	0	0	0
Number of Persons (Age 17 and Over)	4	23	27
HMIS Beds	74	105	179
Bed Utilization Rate	5.41%	21.90%	15.08%

Total Households and Persons	Sheltered		Total
	Emergency	Transitional	
Total Households	0	5	5
Total Persons	4	34	38

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Tab C -Client Counts

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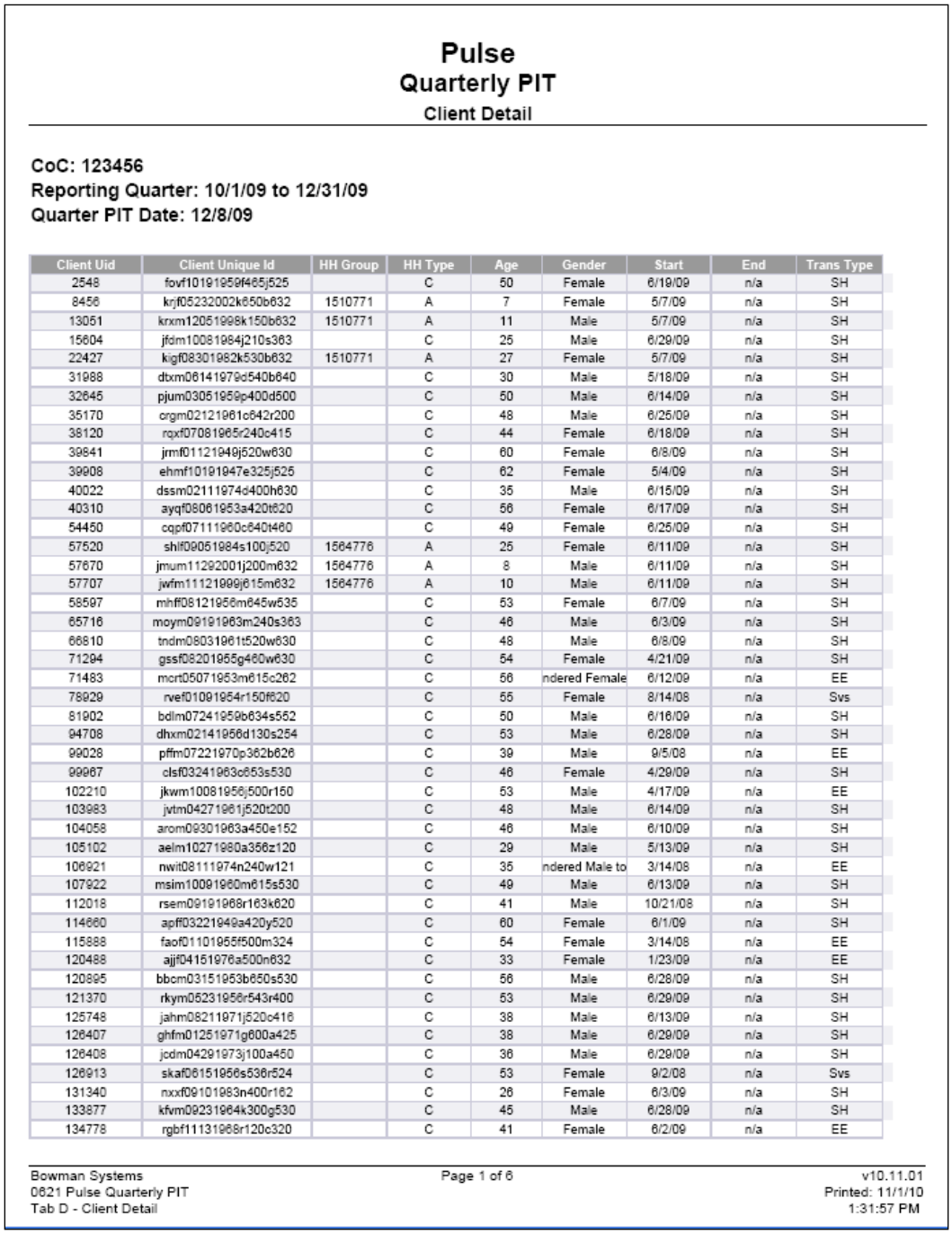
Diagram 4

Tab C – Quarterly PIT Counts (Diagram 4):): This tab reports the Quarterly PIT counts needed to complete Tab C of the Pulse reporting module, and is laid out to match the Tab C HDX input screen. Data to be transferred into the HDX reporting system is displayed on a white background. Cells that automatically calculated on the HDX input screen are shown on a gray background.



Pulse
Quarterly PIT
Client Detail

CoC: 123456
Reporting Quarter: 10/1/09 to 12/31/09
Quarter PIT Date: 12/8/09

Client Uid	Client Unique Id	HH Group	HH Type	Age	Gender	Start	End	Trans Type
2548	fovf10191959f465j525		C	50	Female	6/19/09	n/a	SH
8456	krjf05232002k650b632	1510771	A	7	Female	5/7/09	n/a	SH
13051	krxm12051998k150b632	1510771	A	11	Male	5/7/09	n/a	SH
15604	jfdm10081984j210s363		C	25	Male	6/29/09	n/a	SH
22427	kigf08301982k530b632	1510771	A	27	Female	5/7/09	n/a	SH
31988	dtxm06141979d540b640		C	30	Male	5/18/09	n/a	SH
32645	pjum03051959p400d500		C	50	Male	6/14/09	n/a	SH
35170	crgm02121961c642r200		C	48	Male	6/25/09	n/a	SH
38120	rqxf07081965r240c415		C	44	Female	6/18/09	n/a	SH
39841	jrmf01121949j520w630		C	60	Female	6/8/09	n/a	SH
39908	ehmf10191947e325j525		C	62	Female	5/4/09	n/a	SH
40022	dssm02111974d400h630		C	35	Male	6/15/09	n/a	SH
40310	ayqf08061953a420t620		C	56	Female	6/17/09	n/a	SH
54450	cqpf07111960c640t460		C	49	Female	6/25/09	n/a	SH
57520	shlf09051984s100j520	1564776	A	25	Female	6/11/09	n/a	SH
57670	jmum11292001j200m632	1564776	A	8	Male	6/11/09	n/a	SH
57707	jwfm11121999j615m632	1564776	A	10	Male	6/11/09	n/a	SH
58597	mhff08121956m645w535		C	53	Female	6/7/09	n/a	SH
65716	moym09191963m240s363		C	46	Male	6/3/09	n/a	SH
66810	tndm08031961t520w630		C	48	Male	6/8/09	n/a	SH
71294	gssf08201955g460w630		C	54	Female	4/21/09	n/a	SH
71483	mcrt05071953m615c262		C	56	ndered Female	6/12/09	n/a	EE
78929	rvef01091954r150f620		C	55	Female	8/14/08	n/a	Svs
81902	bdlm07241959b634s552		C	50	Male	6/16/09	n/a	SH
94708	dhxm02141956d130s254		C	53	Male	6/28/09	n/a	SH
99028	pffm07221970p362b626		C	39	Male	9/5/08	n/a	EE
99967	clsf03241963c653s530		C	46	Female	4/29/09	n/a	SH
102210	jkwm10081956j500r150		C	53	Male	4/17/09	n/a	EE
103983	jvtm04271961j520t200		C	48	Male	6/14/09	n/a	SH
104058	arom09301963a450e152		C	46	Male	6/10/09	n/a	SH
105102	aelm10271980a356z120		C	29	Male	5/13/09	n/a	SH
106921	nwit08111974n240w121		C	35	ndered Male to	3/14/08	n/a	EE
107922	msim10091960m615s530		C	49	Male	6/13/09	n/a	SH
112018	rsem09191968r163k620		C	41	Male	10/21/08	n/a	SH
114660	apff03221949a420y520		C	60	Female	6/1/09	n/a	SH
115888	faof01101955f500m324		C	54	Female	3/14/08	n/a	EE
120488	ajjf04151976a500n632		C	33	Female	1/23/09	n/a	EE
120895	bbcm03151953b650s530		C	56	Male	6/28/09	n/a	SH
121370	rkym05231956r543r400		C	53	Male	6/29/09	n/a	SH
125748	jahm08211971j520c416		C	38	Male	6/13/09	n/a	SH
126407	ghfm01251971g600a425		C	38	Male	6/29/09	n/a	SH
126408	jcdm04291973j100a450		C	36	Male	6/29/09	n/a	SH
126913	skaf06151956s536r524		C	53	Female	9/2/08	n/a	Svs
131340	nxxf09101983n400r162		C	26	Female	6/3/09	n/a	SH
133877	kfvm09231964k300g530		C	45	Male	6/28/09	n/a	SH
134778	rgbf11131968r120c320		C	41	Female	6/2/09	n/a	EE

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Tab D - Client Detail

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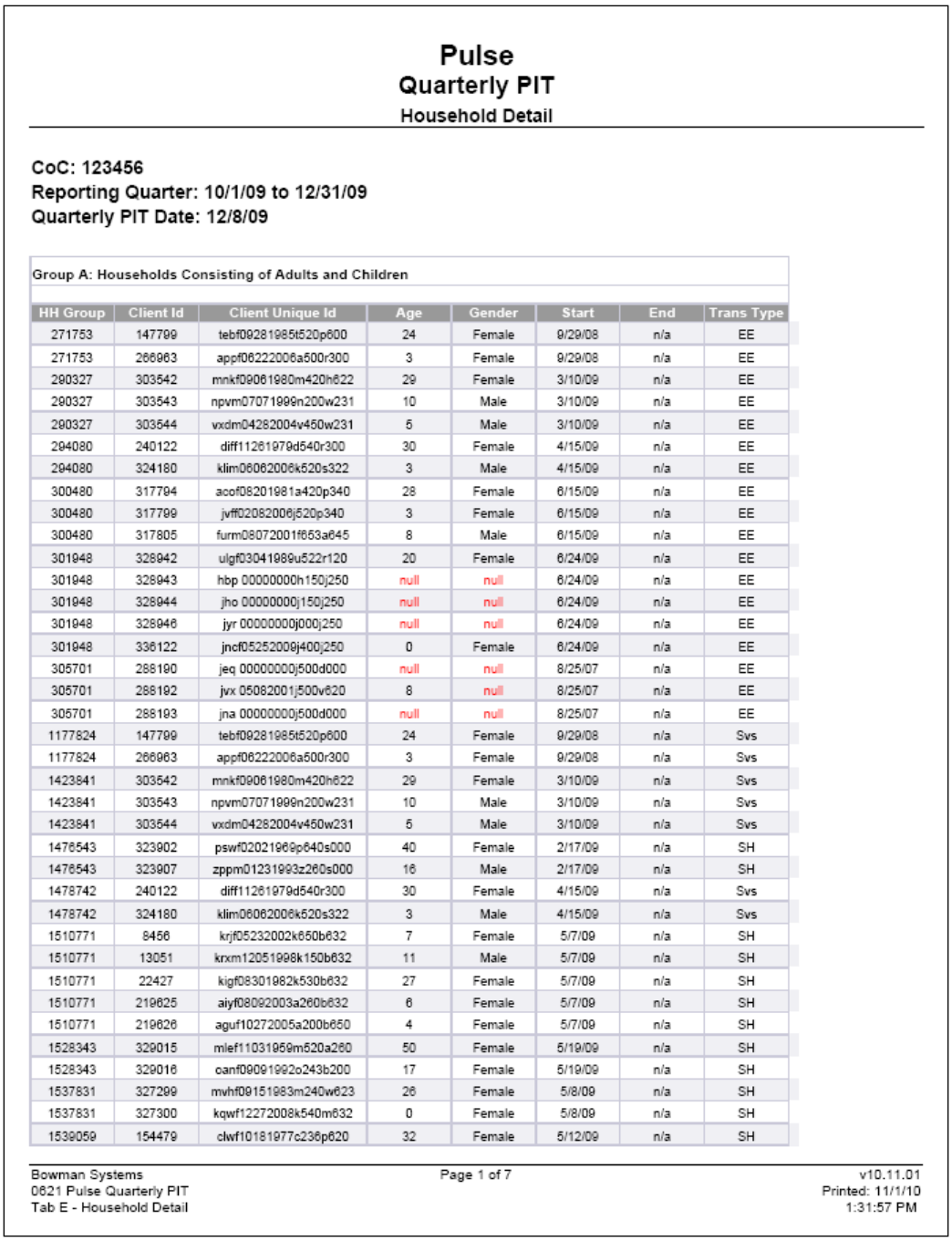
Diagram 5

Tab D – Client Detail (Diagram 5): This tab contains a listing of all clients included in the quarterly PIT count. This listing includes various pertinent fields and is sorted by Client Uid. Should the client be missing any Pulse required data, such null values will be displayed "Null" in red font. The Last column indicates whether the client's inclusion in the PIT count is based on an Entry Exit (E), a Shelter Service Transaction (Svc), or a ShelterPoint Shelter Stay (SH). The Start Date Column and the End Date column indicate the Entry Exit or Service Dates related to the client's enrollment. When "na" appears in the End Date column, it indicates that the client was still actively enrolled at the end of the reporting period.



Pulse
Quarterly PIT
Household Detail

CoC: 123456
Reporting Quarter: 10/1/09 to 12/31/09
Quarterly PIT Date: 12/8/09

Group A: Households Consisting of Adults and Children

HH Group	Client Id	Client Unique Id	Age	Gender	Start	End	Trans Type
271753	147799	tebf09281985t520p600	24	Female	9/29/08	n/a	EE
271753	266963	appf06222006a500r300	3	Female	9/29/08	n/a	EE
290327	303542	mnkf09061980m420h622	29	Female	3/10/09	n/a	EE
290327	303543	npvm07071999n200w231	10	Male	3/10/09	n/a	EE
290327	303544	vxdm04282004v450w231	5	Male	3/10/09	n/a	EE
294080	240122	diff11261979d540r300	30	Female	4/15/09	n/a	EE
294080	324180	klim06062006k520s322	3	Male	4/15/09	n/a	EE
300480	317794	acof08201981a420p340	28	Female	6/15/09	n/a	EE
300480	317799	jvff02082006j520p340	3	Female	6/15/09	n/a	EE
300480	317805	furm08072001f653a645	8	Male	6/15/09	n/a	EE
301948	328942	ulgf03041989u522r120	20	Female	6/24/09	n/a	EE
301948	328943	hbp 00000000h150j250	null	null	6/24/09	n/a	EE
301948	328944	jho 00000000j150j250	null	null	6/24/09	n/a	EE
301948	328946	jyr 00000000j000j250	null	null	6/24/09	n/a	EE
301948	336122	jncf05252006j400j250	0	Female	6/24/09	n/a	EE
305701	288190	jeq 00000000j500d000	null	null	8/25/07	n/a	EE
305701	288192	jvx 05082001j500v820	8	null	8/25/07	n/a	EE
305701	288193	jna 00000000j500d000	null	null	8/25/07	n/a	EE
1177824	147799	tebf09281985t520p600	24	Female	9/29/08	n/a	Svs
1177824	266963	appf06222006a500r300	3	Female	9/29/08	n/a	Svs
1423841	303542	mnkf09061980m420h622	29	Female	3/10/09	n/a	Svs
1423841	303543	npvm07071999n200w231	10	Male	3/10/09	n/a	Svs
1423841	303544	vxdm04282004v450w231	5	Male	3/10/09	n/a	Svs
1476543	323902	pswf02021969p640s000	40	Female	2/17/09	n/a	SH
1476543	323907	zppm01231993z260s000	16	Male	2/17/09	n/a	SH
1478742	240122	diff11261979d540r300	30	Female	4/15/09	n/a	Svs
1478742	324180	klim06062006k520s322	3	Male	4/15/09	n/a	Svs
1510771	8456	krjf05232002k650b632	7	Female	5/7/09	n/a	SH
1510771	13051	krxm12051998k150b632	11	Male	5/7/09	n/a	SH
1510771	22427	kigf08301982k530b632	27	Female	5/7/09	n/a	SH
1510771	219625	aiyf08092003a260b632	6	Female	5/7/09	n/a	SH
1510771	219626	aguf10272005a200b650	4	Female	5/7/09	n/a	SH
1528343	329015	mlef11031959m520a260	50	Female	5/19/09	n/a	SH
1528343	329016	oanf09091992o243b200	17	Female	5/19/09	n/a	SH
1537831	327299	mvhf09151983m240w623	26	Female	5/8/09	n/a	SH
1537831	327300	kqwf12272008k540m632	0	Female	5/8/09	n/a	SH
1539059	154479	clwf10181977c236p620	32	Female	5/12/09	n/a	SH

Bowman Systems
0621 Pulse Quarterly PIT
Tab E - Household Detail

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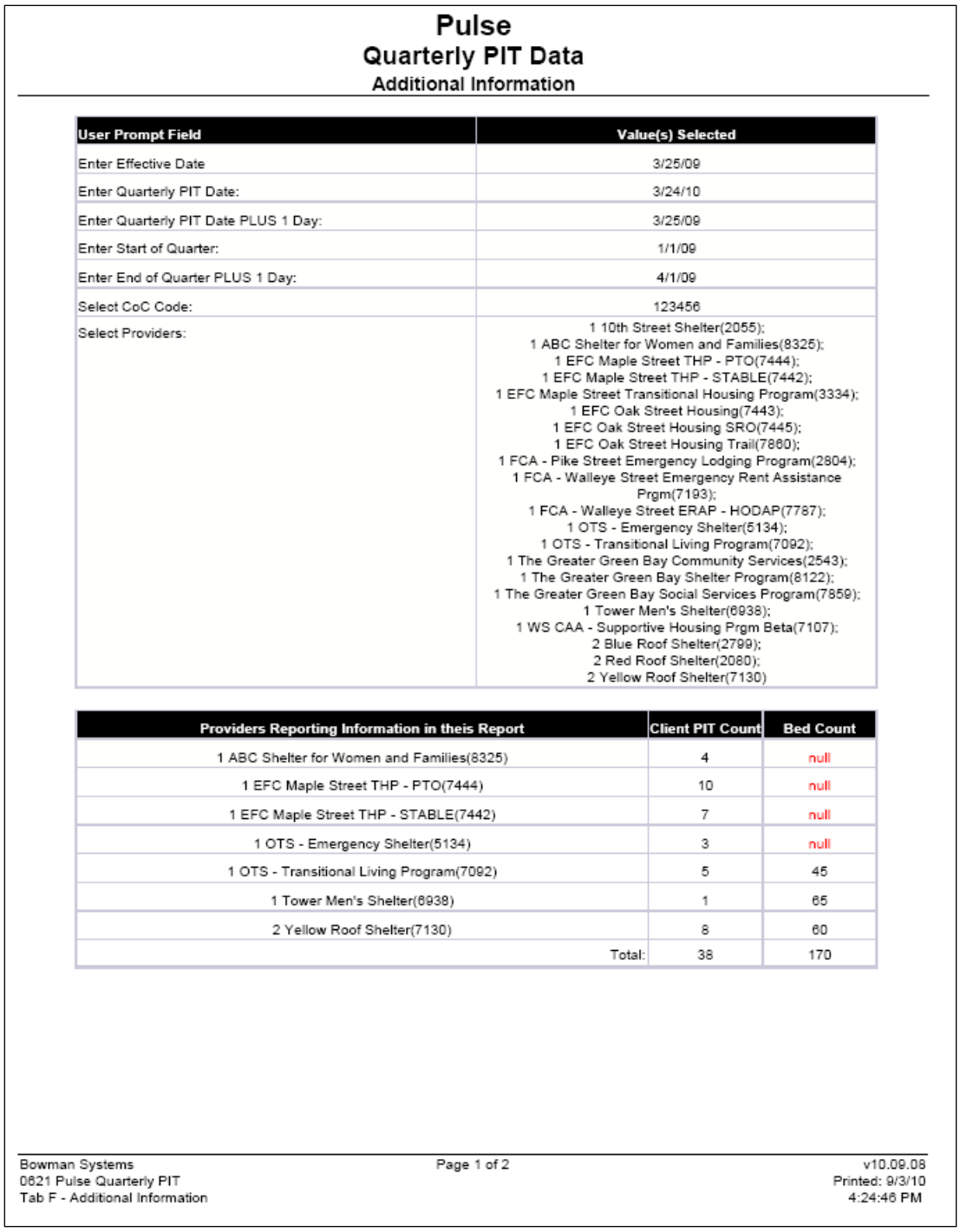
Diagram 6

Tab E – Household Detail (Diagram 6): Like Tab D, this tab contains PIT count detail, but sorted by household rather than by client. The listing is sectioned by household type, with the first column indicating the household grouping as indexed by the Entry Exit or Service Group Id (see tech note # 4). As in Tab D, the Last column indicates whether the client's inclusion in the PIT count is based on an Entry Exit (E), a Shelter Service Transaction (Svc), or a ShelterPoint Shelter Stay (SH). The Start Date Column and the End Date column indicate the Entry Exit or Service Dates related to the client's enrollment. When "na" appears in the End Date column, it indicates that the client was still actively enrolled at the end of the reporting period.



Pulse
Quarterly PIT Data
Additional Information

User Prompt Field	Value(s) Selected
Enter Effective Date	3/25/09
Enter Quarterly PIT Date:	3/24/10
Enter Quarterly PIT Date PLUS 1 Day:	3/25/09
Enter Start of Quarter:	1/1/09
Enter End of Quarter PLUS 1 Day:	4/1/09
Select CoC Code:	123456
Select Providers:	1 10th Street Shelter(2055); 1 ABC Shelter for Women and Families(8325); 1 EFC Maple Street THP - PTO(7444); 1 EFC Maple Street THP - STABLE(7442); 1 EFC Maple Street Transitional Housing Program(3334); 1 EFC Oak Street Housing(7443); 1 EFC Oak Street Housing SRO(7445); 1 EFC Oak Street Housing Trail(7860); 1 FCA - Pike Street Emergency Lodging Program(2804); 1 FCA - Walleye Street Emergency Rent Assistance Prgm(7193); 1 FCA - Walleye Street ERAP - HODAP(7787); 1 OTS - Emergency Shelter(5134); 1 OTS - Transitional Living Program(7092); 1 The Greater Green Bay Community Services(2543); 1 The Greater Green Bay Shelter Program(8122); 1 The Greater Green Bay Social Services Program(7859); 1 Tower Men's Shelter(6938); 1 WS CAA - Supportive Housing Prgm Beta(7107); 2 Blue Roof Shelter(2799); 2 Red Roof Shelter(2080); 2 Yellow Roof Shelter(7130)

Providers Reporting Information in theis Report	Client PIT Count	Bed Count
1 ABC Shelter for Women and Families(8325)	4	null
1 EFC Maple Street THP - PTO(7444)	10	null
1 EFC Maple Street THP - STABLE(7442)	7	null
1 OTS - Emergency Shelter(5134)	3	null
1 OTS - Transitional Living Program(7092)	5	45
1 Tower Men's Shelter(6938)	1	65
2 Yellow Roof Shelter(7130)	8	60
Total:	38	170

Bowman Systems
0621 Pulse Quarterly PIT
Tab F - Additional Information

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Diagram 7

Tab G – Additional Information (Diagram 7): This tab is provided as a reference to the user running the report and lists the parameters specified in the user prompts, as well as client counts by provider:

- "Client PIT Count" represents the number of clients served in the day of the count.
- "Bed Count" is the number of ES and TH shelter beds reported by the provider as available on the day of the Quarterly PIT count.

TECHNICAL NOTES

1) **De-duplication:** This report de-duplicates client counts according to HUD specifications using ServicePoint's Client Unique Id field.

2) **Inclusion:** In order for a client/household to be included in the quarterly PIT count in this report, the client must have been serve on count day as evidenced by one or more of the following:

   a) An Emergency Shelter or Transitional Housing type service by a specified provider with a start date on or before count day and an end date that was after count day or null.

   b) Enrollment in a specified Emergency Shelter or Transitional Housing type program with an entry date on or before count day and an exit date that was after count day or null.

   c) A ShelterPoint shelter stay by a specified Emergency Shelter or Transitional Housing type program on count day beginning on or before count day and ending after count day (or not ending).

3) **Bed Inventory Data:** The bed count numbers displayed in Tab B of this report are extracted from the Bed and Units Inventory subassessment in each provider's ServicePoint Admin Provider configuration. This data then also used to determine the number of HMIS beds and subsequent utilization rates in Tab C. Users should note the following in conjunction with this Tab B/C data:

   a) All providers included in the report must have complete and accurate Bed and Unit Inventory data recorded in ServicePoint in order for this portion of the report to calculate accurately. Changes in the bed inventory since the annual Bed Inventory should be included by editing the inventory data so that it is accurate as of each quarterly count day. This update must also, include adjusting the overflow and voucher bed counts to correspond with the number used on the day of the quarterly count.

   b) In the event that the bed inventory data recorded in ServicePoint is determined to be incomplete or inaccurate the Tab C PIT counts should not be affected except for the auto calculated bed count s and utilization rates. Some implementations may choose to collect their quarterly bed counts by a different method and utilize this report for the PIT count only.

4) **Household Type Determination:**

   a) Only a client's entry/service connected with their PIT count is considered in the determination of household type. (Previous or subsequent entries/services within the quarter are not considered even though they may include a different household makeup.)

   b) In the event a multi person household is served in separate groups, households are calculated based on group id content. For example consider this single mother with 3 children: Mother receives shelter on count day and is counted as a single. Later in the quarter the mother is joined in the shelter by her children. The mother is still considered a single in the count since her children were not with her at that point in time.

c) Household type is determined by the number and ages of clients entering or being served as a household group on count day. (Clients sharing a single entry exit group id or a single service group id). Households in this report are divided into the three distinct types as defined in the Pulse reporting requirements. These types include:

1. Households which include both adults and children (aka HUD Family). In this type of household, at least one person in the household must be under the age of 18 on count day, and at least one person in the household must be above the age of 17 on count day.

2. Households which include children only. This may be an unaccompanied individual under the age of 18 on count day, or multiple household members all of whom must be under the age of 18 on count day.

3. Households which include adults only. This may be an unaccompanied individual over the age of 17 on count day, or multiple household members all of whom must be over the age of 17 on the day of the count.

d) In the event that the household type cannot be determined because the age of a household member is unknown (null date of birth value), then the type of household is determined by a set of null-handling instructions provided by HUD to the software vendors producing the report (see Diagram 8 below):

Pulse report null DOB handling:

#	description of household grouping	examples: A=adult; C=child; ?=null DOB	count as
1	person w/o dob entering alone	(?)	c1 or c2 or c3 based on gender
2	person w/o dob entering w/ 1 or more child(ren) & no adults	(?/C); (?/?/C); (?/C/C); (?/?/C/C);...	a1
3	person w/o dob entering w/ 1 or more adult(s) & no child(ren)	(?/A); (?/?/A); (?/A/A); (?/?/A/A);...	a2
4	person w/o dob entering w/ 1 or more of both adult(s) and child(ren)	(?/A/C);(?/?/A/C);(?/A/A/C);(?/?/?/A/C/C)...	a3
5	person w/o dob entering w/ 1 or more others w/o dob (no adults an no children)	(?/?);(?/?/?);(?/?/?/?)...	a3

KEY

A	**HUD Family**
a1	Adults in Families
a2	Children in Families
a3	Missing this Information
B	**Children Only**
b1	Unaccompanied Youth
b2	Child only HH
b3	Missing this Information
C	**Adults Only**
c1	Individual Adult Males
c2	Individual Adult Females
c3	Missing this Information

Diagram8

5) Household Groupings: The household grouping number displayed in Tab C and used for counting households throughout this report is an index number that has been constructed using the Entry Exit Group Id, Service Group Id, Entry Exit Id, or Service Id as described below:

a) If the client's count day housing event is a service or a ShelterPoint shelter stay, and the Service Group Id is not null (indicating a shared service) then the Service Group Id number is used as the index number.

b) If the client's count day housing event is a program entry into an Emergency Shelter or Transitional Housing program, and the Entry Exit Group Id is not null (indicating a shared entry) then the Entry Exit Group Id number is used as the index number.

c) If the client's count day housing event is a program entry, and the Entry Exit Group Id connected with that entry is null (indicating a unshared entry) then the Entry Exit Id number is used as the index number.

d) If the client's count day housing event is a housing service or shelter stay and the Service Group Id connected with that entry is null (indicating a unshared entry) then the Service Id number is used as the index number.

6) **Query Design:** It should be noted that report uses a union type of combine query, in which service and shelter stay events from "query 2" are combined with and folded into the entry exit events from "query 1", however the results objects from this combine query retain the field labels from query 1. For example the results object labeled "entry exit entry date" contains both entry dates and service start dates.

7) **Screen Shots:** It should be noted that screen shots provided in this user manual have been selected from multiple instances of the report to display certain features, or to fit a single page, and do not necessarily correspond to one another. Numbers and totals from one screen shot therefore should not be expected to relate to numbers or totals in another screen shot, since different parameters may have been used in producing the screen shots.

8) **Stripped Associated Dimensions:** This report utilizes two "detail" type variables that are each "associated" with a particular merged "dimension". In the installation process, a mapping malfunction may be encountered which results in the "associated dimension" being stripped from the variable. When this occurs the report will return "multivalve" errors messages and/or erroneous count values. Bowman Systems is working with Business Objects to determine and correct the root cause of this malfunction, meanwhile customers using this version of the report are encouraged to verify that the detail variables in the report are properly displaying an "Associated Dimension ". In cases where the "Associated Dimension" has been stripped during installation, the "Associated Dimension" designation will appear blank. When this occurs the user will need to edit the variable, specify the proper dimension, save the variable, and re-save the report, prior to use. To insure that these reports are returning the proper results, it is very important that these associations be checked/ verified following installation and prior to running the report. Further instructions on how to identify and correct this issue will be added to the user manual technical notes. The tables blow list the detail variables found in the reports along with their proper associated dimensions:

- Detail variable: CoC Code ------Associated dimension: Merge Provider
- Detail variable: Type Code ------Associated dimension: Merge Provide

REPORT MODIFICATION

Because this report is based on HUD established Pulse reporting instructions, modification is generally not recommended, especially with regards to the queries, variables, and formulas that impact the HDX data.

MAPPING OBJECTS

UNIVERSE: template_u

template_provider_u

This report is mapped to the client universe (template_u) and provider universe (template_provider_u) and should be copied to your Public or Favorite folder then mapped to the equivalent event universes for your site (ex. *yoursite_u*).

Mapping for the client universe can be done from the first query PIT.

Mapping for the provider universe can be done from the second query Beds.

QUERY NAME	FIELD NAME	LOCATION/TYPE/USE
Providers	Providers Provider Merge Id	Location: Providers Type: System Field Use: Result Object
	Providers COC Code	Location: Providers Type: System Field Use: Result Object
	Providers Program Type Code	Location: Providers Type: System Field Use: Result Object
	Providers Inactive	Location: Providers Type: System Field Use: Query Filters
	Providers Date Added	Location: Providers Type: System Field Use: Query Filters

QUERY NAME	FIELD NAME	LOCATION/TYPE/USE
Beds	Providers Provider Merge Id	Location: Providers Type: System Field Use: Result Object
	Providers COC Code	Location: Providers Type: System Field Use: Result Object
	Bedlist Inventory Uid	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory Name	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory HMIS Participating Beds	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory HMIS Participating Start Date	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory HMIS Participating End Date	Location: Bedlist Inventory Type: System Field Use: Result Object

	Bedlist Inventory Bed Type	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory Availability	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory Bed Inventory	Location: Bedlist Inventory Type: System Field Use: Result Object
	Providers Program Type Code	Location: Providers Type: System Field Use: Result Object
	Bedlist Inventory Household Type	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory Target Population B	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory Start Date	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory End Date	Location: Bedlist Inventory Type: System Field Use: Result Object
	Providers Inactive	Location: Providers Type: System Field Use: Query Filters
	Bedlist Inventory Inactive	Location: Bedlist Inventory Type: System Field Use: Query Filters

QUERY NAME	**FIELD NAME**	**LOCATION/TYPE/USE**
PIT	Client Uid	Location: Clients Type: System Field Use: Result Object
	Client Unique Id	Location: Clients Type: System Field Use: Result Object
	Age (Calculated)	Location: Clients / Assessments / Additional Profile Information Type: Assessment Question Use: Result Object
	Gender(894)	Location: Clients / Assessments / Additional Profile Information Type: Assessment Question Use: Result Object
	Entry Exit Uid	Location: Clients / Entry Exit (Outer) Type: System Field Use: Result Object
	Entry Exit Entry Date	Location: Clients / Entry Exit (Outer) Type: System Field Use: Result Object

	Entry Exit Exit Date	Location: Clients / Entry Exit (Outer) Type: System Field Use: Result Object
	Entry Exit Group Id	Location: Clients / Entry Exit (Outer) Type: System Field Use: Result Object
	Entry Exit Provider Id	Location: Clients / Entry Exit (Outer) Type: System Field Use: Result Object
	Entry Exit Provider COC Code	Location: Clients / Entry Exit (Outer) / Entry Exit Provider Id Type: System Field Use: Result Object
	Entry Exit Provider Program Type Code	Location: Clients / Entry Exit (Outer) / Entry Exit Provider Id Type: System Field Use: Result Object
	Client Inactive	Location: Clients Type: System Field Use: Query Filter

PIT	Entry Exit Inactive	Location: Clients / Entry Exit (Outer) / Entry Exit Provider Id Type: System Field Use: Query Filter
	Service Uid	Location: Clients / Services (Outer) Type: System Field Use: Result Object
	Service Provide Start Date	Location: Clients / Services (Outer) Type: System Field Use: Result Object
	Service Provide End Date	Location: Clients / Services (Outer) Type: System Field Use: Result Object
	Service Group Id	Location: Clients / Services (Outer) Type: System Field Use: Result Object
	Service Provide Provider	Location: Clients / Services (Outer) Type: System Field Use: Result Object
	Service Provide Provider COC Code	Location: Clients / Services (Outer) / Service Provide Provider Type: System Field Use: Result Object
	Service Provide Provider Program Type Code	Location: Clients / Services (Outer) / Service Provide Provider Type: System Field Use: Result Object
	Service Inactive	Location: Clients / Services (Outer) Type: System Field Use: Query Filter
	Service Shelter Item	Location: Clients / Services (Outer) Type: System Field Use: Query Filter
	Service Code Description	Location: Clients / Services (Outer) Type: System Field Use: Query Filter

#0621 Revision History

Version	Description of Changes
v10.09.08	Original version
v10.10.13	The query order was reversed to correct an identified issue. The report was also modified to exclude clients exiting shelter on the day of the quarterly PIT count. This change results in a more accurate PIT count and reflects HUD guidance and best practice related to PIT methodology. Minor revisions were also made to the User Manual to reflect these changes and to clarify the required Pulse workflow.
v11.04.13	Changes for HUD compliance: “Individual Adult Male” and “Individual Adult Female” counts were expanded to include ALL adults and not just single adults.
v11.04.25	Revised to resolve known issues: Clients who exited the program on the day of the Quarterly PIT Count (before spending the night) are being included in the count and should be excluded. In Tab B overflow beds were being counted incorrectly by being included in the “total bed” column and excluded from the “Overflow Voucher” column.
v5	Resolved an issue for “Total Beds” column on Tab B. “Total Beds” count was only counting beds from providers who had a Bedlist HMIS Participation Start Date set.